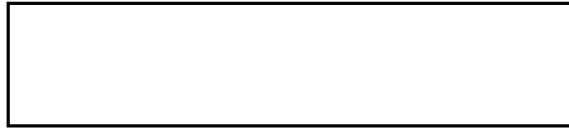


Excerpts from ODP Staff Meeting - 30 July 1982

- STAT 1. [] D/OIS, reported that the new Executive Order on classification will be effective 2 August. This new single classification guide, which replaces the previous four directorate guides, has been distributed. Please direct any questions on its use to [] ODP's RMO, on [] STAT
- STAT 2. [] D/OS, reported that in July OS had the highest caseload ever in security clearances: 1300 cases against a norm of 400. They are overwhelmed with requirements.
- STAT 3. [] D/OTE, reported that there is consideration of the reestablishment of a clerical EOD pool. This will provide an opportunity for some standard pre-job training. But the resources may not be available.
- STAT 4. [] DD/OL, reported that the Agency suffered a 50% voltage drop during the week. Apparently UPS rode through and ODP computers were unaffected. After early difficulties, the UPS systems have settled down to be very reliable protectors for ODP.
5. Mr. Johnson noted that ODP's quarterly management session with the DDA went very well. He thanked all contributors for an excellent job.
- STAT 6. [] reports that we had a second day of 100% availability in 60 day ADSTAR acceptance testing.
- STAT 7. [] reported that next week there will be a CSPO/Processing planning conference with 35 people from Processing and 15 from SAFE. This will be an important meeting in preparing for SAFE early capability in March 1983.
- STAT 8. EXO reported that [] will be ODP's point of contact in the General Counsel. Please coordinate all contacts with OGC through EXO or Management Staff.
9. He also reminded the staff that contractor personnel are subject to the same regulations as staffers with regard to pre-review of publications and presentations related to work with the Agency.
- STAT 10. [] Customer Services Staff, reported that [] is leaving Publications and going to Engineering to work in the Word Processing Section.

SUBJECT: Excerpts from ODP Staff Meeting - 30 July 1982

11. Attached is a copy of ODP's weekly report to the DDA and excerpts from the Division and Staff Weekly reports.



STAT

Atts: a/s

ODP 82-1079
29 July 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
Director of Data Processing

SUBJECT: ODP Report for Week Ending 28 July 1982 (U)

Destruction of Magnetic Tapes

Personnel from ODP and OL toured the Bethlehem Steel Plant located at Sparrows Point, MD on Tuesday, 27 July. The tour was arranged to test the plant's capabilities for burning ODP's magnetic tapes as a method of destruction. A total of 540 magnetic tapes were dumped into a Basic Oxygen Furnace during the test. No problems were encountered that affected the steel making process for the company, but this was the maximum load that the furnace could handle. Disposal of this number of tapes would have taken 30-35 days in the HQS Building incinerator. OL will arrange scheduled deliveries of used magnetic tapes to Bethlehem Steel. (U) [REDACTED]

Computer Listing Pickups Verified

In a continuing effort to improve the procedures whereby Operations Division (OD) can better account for the receipt of computer listings, a badge verification policy has been initiated. As of 19 July, OD personnel sight verify the badge number that the user has recorded on the listing sign-out sheet. (U) [REDACTED]

SAFE

Considerable program office activity was concentrated on the task of preparing and delivering a status report of program activities for the DCI. The report was delivered in draft form to the DCI at close of business on 23 July and in final form at close of business on 26 July. Discussions of the report were conducted with the DDCI on 27 July and with the DCI on 28 July. (U) [REDACTED]

A briefing on the progress and status of the SAFE redirection was given on 22 July to the Director of the Defense Intelligence Agency, LTG James A. Williams, by [REDACTED] (U) [REDACTED]

Meetings were held between Consolidated SAFE Project Office (CSPO) and Processing/ODP personnel on 22 and 27 July to discuss Early Capability Planning, CSPO and Processing inter-relationships and interactions, and the CSPO and Processing Conference to be held [] on 1, 2 and 3 August. Fifteen CSPO personnel are scheduled to attend the conference with Processing [] (U/AIUO) []

Draft Word Processor Notice

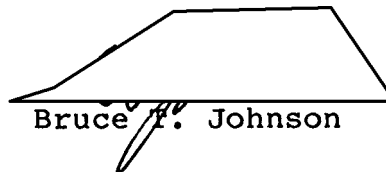
A request for comments on a draft Headquarters Notice, entitled, Office Automation Systems and Word Processing Equipment (OAS/WPE) Acquisition, Installation and Support Procedures, has been sent to DDA office directors and directorate ADP control officers and budget officers. Responses are due COB 11 August 1982. (U/AIUO) []

Decision Support and Information System for Terrorism (DESIST) Support to OGI

The DESIST RFP/SOW and the SRD were released to contractors. All eight contractors on the bidders list have picked up a copy of the documents. Reference materials have been assembled for the contractors who wish to see them. (U) []

Significant Events During Coming Week

See above reference, under SAFE, to the CSPO/Processing planning conference on 1, 2 and 3 August. (U) []


Bruce F. Johnson

Excerpts from ODP Div/Staff Reports for Week Ending 28 July 1982

Processing

MPS has experienced extended outages, one on Thursday and another Saturday night, due to failures in the DATEX mini-computer. So far, impact on the user has been slight. (U)

[REDACTED]

BDS did not fail last week. An attempt will be made to restore the disk to its 25 June condition to see if it can be made to fail. The cause of the problem looks more and more like an error in disk format. (U)

A new release of the MVS/JES3 operating system was implemented on Friday, 23 July. This system includes the first release of the Document Logging System, two local mods, USER and UDEST (a Technote will describe these two new features), new support for the XEROX 9700, and over a year's worth of JES3 maintenance. (U)

Management

Third Quarter MBO Sessions. The MBO sessions were completed during the past week for D/ODP and the DDA. The sessions were very informative and reflected the large amount of work that went into the preparation effort. Three objectives are to be added, beginning the next quarter, by the Administrative Staff. They are: Automated Registry, WANG Requirements for ODP, and ASAPS Implementation. DD/A will also establish a new MBO for WANG/Alliance Integration into VM. (U/AIUO)

Finance. As of 27 June, \$24,002 was advanced to 52 ODP travelers. No accounts were delinquent. (U/AIUO)

Applications

Support to ODP from Graphics Support Group. An enhanced version of TELL-A-GRAF 4.0 was released this week. The new version contains device interfaces for the Delta Data 5000 and 7260, the RAMTEK models 6200A, 6211, and 6412, and for the Hewlett Packard 8-pen plotter. Previous interfaces which are also supported in the new TELL-A-GRAF 4.0 include the TEKTRONIX models 4014 and 4015, the Hewlett Packard 4-pen plotter, a line printer, a post processor, and a dummy device. (U)

On 20 and 21 July, representatives of the Configuration Management Branch met with [REDACTED] (Financial Systems Support Branch) and [REDACTED] (Management Systems Development Branch) in a series of working sessions [REDACTED] Significant progress was made toward development of the Applications Policy and Procedures

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Manual. This manual is scheduled for publication in September and will define the responsibilities, forms, and flows for development, enhancement, and discrepancy correction procedures. It will thereafter be used by Applications' project personnel to draft project-oriented System Development Plans and Quality Assurance Plans. The Quality Assurance Division management is pleased with the progress that was made during these session. (U)

STAT

[redacted]

STAT

[redacted] completed the requirements for the ADTRACK replacement system, (Applications Scheduling Tracking and Management System (ASTAMS)) last week. This requirements document addresses the ADTRACK capabilities and the expansion necessary to support System Life Cycle, Configuration Control, and Configuration Status Accounting in accordance with Quality Assurance (QA) standards. The requirements will be reviewed within QA Division this week and prepared for Applications review the following week. (U)

STAT

Administrative Staff

Arrivals and Departures:

STAT

[redacted] resigned from Production Division on 23 July 1982.

STAT

[redacted] A Co-Op Student, returned to school on 23 July 1982.

STAT

[redacted] resigned from SPD on 24 July 1982.

STAT

[redacted] was reassigned to OC from OPSD on 26 July 1982.

STAT

[redacted] is on rotation to FBIS as of 26 July 1982.

Meetings with a WANG systems analyst and a marketing specialist were held this week preparatory to a word processor survey of ODP. The survey will be conducted from 29 July-4 August. Both cost estimates and equipment recommendations are expected from WANG approximately one week after the survey is complete. (U)

STAT

[redacted]

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